LOGO

GUIDE TO

WRITTEN STYLE

First issued 1990

Revised 1996

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Prepared by Publications Manager

Revised 2020

Darling Harbour

CONTENTS

1 INTRODUCTION

This manual was produced to help staff of the Australian National Maritime Museum create written work that is consistent and up to date in style and usage. Doing this will enhance the professionalism and credibility of the museum and its staff.

Staff are asked to adhere to the standards set out here.

The manual deals with

- everyday style and conventions for correspondence, reports, working papers, submissions, publications etc
- special cases of language, spelling and technicalities (including metric notation) that relate to maritime subjects.

In general, simplified styles of typing, punctuation and format have been adopted. Some areas of writing within the museum have special requirements, such as exhibition texts, or use specialist language, such as conservation. Some of these are outside the scope of this manual. Nonetheless, all museum writing should follow the conventions outlined here.

Detailed **Contents** (above) and **Index** (page 36) are provided to help use this guide.

Language evolves. Often there is no one correct form of language, although many people will tell you that there is. All staff are invited to help determine the best styles for this museum. This manual will be corrected, updated and added to with your assistance.

2 REFERENCES

Style manual For authors, editors and printers 2002, sixth edition, John Wiley & Sons, Australia.

Generally known as the Commonwealth (or AGPS) Style Manual, this is the standard reference. Most points of style mentioned in this museum's Guide to Written Style are amplified in the Commonwealth Style Manual, which also covers finer point of style not mentioned here.

Fowler's Modern English Usage 1965, second edition, Oxford University Press

Also useful for understanding the trickier points of the English language, grammar and meaning.
It can be difficult to use if you're not familiar with it.

Writing in Plain English Robert Eagleson 1991, AGPS Press, Canberra

One of this author's many guides to plain, clear, direct, simple, obfuscation-free writing, which should be our aim at all times.

The Macquarie Dictionary and ***The Oxford English Dictionary***

These are the standard references for spelling. Favour *Macquarie* for most purposes, including Australian spellings and idiom. *Macquarie* is the standard for label writing.

The Oxford Companion to Ships and the Sea 1988, Oxford University Press

An invaluable quick desktop reference to nautical terms and seamanship, vessel types, brief maritime history: what's a futtock, a cut splice or a hermaphrodite brig? What ships sailed on Cook's second circumnavigation? When did Dampier visit our shores?

The Ocean Almanac Robert Hendrickson 1984, Doubleday New York

Covering much more than ships and seafaring, it embraces sea creatures, monsters, superstitions and strange customs, and all kinds of trivia and statistics. Can be opened at any page and read for fun.

3 THE MUSEUM NAME AND LOGO

3.1 FULL TITLE

The *Australian National Maritime Museum Act 1990* defines this cultural institution as the Australian National Maritime Museum. This full title and logo are used on formal office letterhead and documents such as annual reports and strategic plans, and in official publications such as the museum's quarterly journal *Signals*.

3.2 SHORTENED TITLE

In day-to-day use the full title is unwieldy and it's difficult to get people who aren't used to it to remember and reproduce it correctly in full. The shortened form National Maritime Museum or Maritime Museum can be used for convenience. This is the form you will see used in most advertisements and promotions, media releases and some signage. It can be used for answering the phone or when being interviewed or speaking about the museum.

Until late 2019 'ANMM' was used as an abbreviated form, but in the 2019 rebrand, this usage was dropped. The only exception is in image credits in *Signals* and other publications such as the Annual Report, where the longer form is unwieldy.

The distinction of being a national museum, funded by the national government and representing the history and heritage of the nation as a whole, should be promoted at all opportunities. Including the word 'national' in the title helps us achieve this aim.

Confusion still exists between ANMM and Sydney Heritage Fleet, still remembered by many people as the Sydney Maritime Museum. Be aware of this possible ambiguity and choose wording that avoids it.

3.3 CORRESPONDENCE

It's acceptable to use the shortened form of the museum title in correspondence text, as the full title appears in the letterhead logo. But use the full title wherever there may be confusion with other national maritime museums (such as the one in Greenwich, England).

3.4 CAPITAL M FOR MUSEUM?

When referring to our organisation by the single word, 'museum', we no longer use the capital M (although we did for many years).

Similarly, we no longer use a capital G for 'government' when it's short for the full titles Australian Government or NSW State Government. This has also been extended to many job titles which formerly took initial capitals, such as an organisation's president, chairman and director. This is one example of the rationalising, simplifying and democratising trend of English language style and usage today. See page 16 for more on capital letters.

3.5 WHERE?

If your audience may not be familiar with the museum, include its whereabouts in your first reference to it:

The Australian National Maritime Museum, Sydney, is ...

The National Maritime Museum in Darling Harbour, Sydney, is ...

4 TYPE STYLE AND LAYOUT

These styles should be applied to correspondence, reports and other work documents you prepare, including work to be typeset and laid out by a graphic designer in a quite different format. By presenting your copy in a consistent format you will make the designer or desktop publisher's job easier.

4.1 STANDARD TYPE FACE

Using a consistent type face for correspondence and work documents supports our professional corporate image. The standard is now xxxxxxxxxxxxx (the type face used for this document). xxxxxxxxxxxxxxxx is often chosen for the museum's published material as well. Although a fascinating variety of type faces, sizes and styles exist on your computer, their successful use requires some typesetting and design skills. Misused, they look amateur and can distract the reader from the information contained in a document. Except for special cases (eg page 9) please stick to xxxxxxxxxxxxxxxxxxx!

The type size can be varied to suit the job. Ten- or 12- point type is a good all-round choice. Custom sizes can be specified in the tool bar or Format Font menu.

4.2 TEXT LAYOUT

Headings and text are blocked (justified) to the left margin, unjustified or ragged on the right margin. Use single line spacing for most purposes. Double line spacing is essential for documents that must be extensively edited and marked up.

Paragraphs are indicated by space above and below, not by indenting the first word. Set the space between paragraphs to appear automatically on keying ENTER, rather than using two ENTER keystrokes. Automatic paragraph spacing is controlled in the Format Paragraph menu by entering the desired value for Spacing-After (set to 7 point on this page).

4.3 SPACE BETWEEN SENTENCES

A single letter space (one press of the space bar) separates the full stop and the beginning of the next sentence. Many people with stenographic training learned to put in two spaces between sentences. This was OK on typewriters but creates unsightly gaps and 'rivers' in a block of computer-set or typeset text.

4.4 NUMBERING

Do not number page 1 of letters or other documents on museum letterhead. Museum letterhead is used for the first page of letters, subsequent pages plain.

4.4.2 Paragraphs can be numbered for ease of reference in submissions, attachments and reports. Use Arabic numerals and full stops like the example given at the beginning of this paragraph. Do not mix letters and Roman numerals in the numbering system eg 3(i)b.

• Dot or dash points should be indented like this, along with the text that accompanies them. You can set up a 'hanging indent' on the ruler at the head of your word processing document so that each subsequent line indents automatically, like this paragraph.

4.5 TABLES AND TABS

Use MS Word's Table menu to create tables, or set up customised tabs using the ruler at the head of the page to line up columns of text or figures. DO NOT use repeated tab and space bar strokes to line up text or figures. If you have to pass on your document to a graphic designer or typesetter, or if it needs to be incorporated in a web page, such ad-hoc 'tables' will collapse and need laborious reformatting.

5 PLAIN ENGLISH

Do you want your audience to read the document you have put so much work into? Then keep it short and keep it simple!

We all suffer from information overload. Which are you more likely to read to the end − page after page of long-winded sentences full of long words, that take forever to get to the point? Or a few clear, direct paragraphs?

It seems obvious ... and yet it's so easy to lapse into language that's wordy, ponderous and obscure. We want to be authoritative, professional, knowledgeable ... and yet so often we end up being just plain dull!

It's hard to go wrong if your writing is concise, active, direct and positive.

5.1 BE CONCISE (it saves time, paper and toner)

Why use five words when you can use one? Part of the answer lies in the way we write. We unconsciously add superfluous words that just seem to go with an idea, or that have crept into our work language and pop up automatically. And we instinctively believe that using the longer, 'harder' version of a word will make us seem more knowledgeable or credible:

> At this point in time it is museum policy, in respect of any acquisition of objects, for an authorised officer of the museum to make an assessment of the condition of the object in question and its component parts, with a view to issuing the appropriate recommendation about its acquisition.

Instead, why not write:

> It is museum policy for a curator to assess any object's condition before recommending its acquisition.

Look at the alternatives:

> at this point in time − Why not use 'now'? Or just the present tense 'is'?

> in respect of − Usually just means 'about' or 'on' (if it means anything). Should almost never be used!

> acquisition of objects − 'In respect of any acquisition of objects' is redundant because 'objects' and 'acquisition' appear elsewhere in the sentence.

> authorised officer − Would an unauthorised officer be allowed to do it? Leave out 'authorised'!

> officer of the museum − Say exactly who will be responsible: the curator.

> to make an assessment – to assess

> the condition of that object − Try an apostrophe: 'the object's condition'.

> in question − Usually adds nothing to the meaning. Leave it out!

> component parts – components or parts would do (or leave it out; the object clearly includes its parts).

with a view to − This merely says you're going to do the thing you're meant to be doing. Leave it out!

issuing a recommendation − recommend

appropriate − Would a museum professional make anything but an appropriate recommendation? Leave it out!

5.2 BE ACTIVE (most of the time)

Favour the active voice rather than the passive voice.

Passive: Your sponsorship proposal was discussed but a decision has been deferred.

Active: We discussed your sponsorship proposal but deferred a decision.

The active version is more direct and easier to follow. In the passive version the reader can't be sure who discussed the proposal, or even if it was the same person(s) who deferred a decision about it. Readers like to know who they're dealing with. To create an active sentence, put the 'doer' or agent first, then the verb, then the thing acted upon:

Muriel Binney   painted this mural

agent   verb   thing acted upon

It's not always best to use the active voice. Sometimes the agent is unknown or irrelevant, or you want to highlight the thing acted upon, and then it's simpler to use the passive:

Couta boats were built only in Victoria (It would sound odd to say 'Only Victorians built couta boats'.)

5.3 BE DIRECT (but friendly)

Compare the following two sentences:

This form must be completed by the researcher. When the request has been assessed by the relevant member of staff, the researcher will receive notification ...

Please complete the form. A librarian will assess your request and notify you...

The direct, personal version (addressing 'you' instead of 'the researcher') is easier to follow. The reader doesn't have to work out who 'the researcher' is. Note how active voice and direct language shortens the sentence.

Another way to make your writing more direct is to use simple verbs instead of turning them into nouns. 'Notify' is preferable to 'receive notification' in the examples above. Turning verbs to nouns does not make your writing more authoritative, it just makes it harder to read. Watch out for nouns ending in ...tion, ...ation, ...ment, ...ance, and go for the verb instead:

provide assistance= assist

make acquisition of = acquire

give consideration to = consider

undertake an assessment of = assess

5.4 BE POSITIVE

It is easier to understand positive language than negative language or multiple negatives. Which of the following is harder to understand, less effective, less motivating and much longer?

Applicants will not be considered if they do not provide full documentation of their project proposals.

Project proposals must be fully documented.

But note that sometimes negative is more effective:

Don't stand on the hatches

is more specific and effective than

Walk only on the deck planking

6 LETTER STYLE

Mr John Futtock

17 Wharf Road

PORT ENNUI NT 5780

Dear Mr Futtock

HEADING HERE (IF REQUIRED) IN BOLD CAPITALS, NO UNDERLINE

Thank you for submitting your manuscript, A Brief History of the Chinese Discovery of Australia by the Three-Jewelled Eunuch, 1421.

While your thesis is both lively and original, a work of 150,000 words is beyond the scope of our modest publishing program. I have enclosed a copy of our Guidelines for Contributors, which may help you if you submit your work to another publisher. Please note that it is essential to cite your sources, and that manuscripts mustbe typed and double-spaced.

Once again thank you for your interest and best wishes for your work.

Yours sincerely,

J Person

Publications Manager

NOTE: 'Yours faithfully' is only used where the salutation is impersonal (Dear Sir, Dear Madam)

7 ADDRESSES

Blocked left with no punctuation. Note capitals and additional letter spaces between town, state and

postcode. 'Road', 'Circuit', 'Parade', 'Avenue' etc are spelled out in full.

9 NUMERALS

9.1 DIGITS OR SPELLED OUT?

Numerals and ordinals are spelled out from one to nine. Use digits from 10 and up:

> The first and second powerboats were separated by less than five metres at first, but by the 12th lap this had stretched to 100 metres.

Very large numbers can be excepted from this rule, where the rows of zeros would become too cumbersome:

> a gift of US$5 million.

Unspecified hundreds, thousands and millions are spelled out:

> The collection quickly grew from hundreds to thousands of objects, of which over 2,000 were on display.

Note that the usage '1,000s', used to mean 'thousands', is common but always wrong.

Numerals and ordinals are spelled out when they begin a sentence:

> Three hundred yachts started in the 50th Sydney-Hobart yacht race.

> Twentieth-century ships grew rapidly in displacement and power.

Time, dates, temperatures and percentages should always be in figures, however, even if they are smaller than 10:

> 9.00 am   2 May   5°   8%

In references, notes and lists, where space and layout are a consideration, figures can be used for

numbers less than 10:

7th and 8th editions   3rd-century AD shipwreck

9.2 DECIMALS

Always use a zero before a decimal point ($0.23, 0.5 litres)

9.3 THOUSANDS

Thousands (000) are best indicated by a comma, not by a space:

  1,000 $212,345.00 2,000,000 not

  1 000 $212 245.00 2 000 000

(If you get into the habit of using a space instead of a comma, as some authorities advocate, you run into trouble when you type numbers into spreadsheet cells which recognise 3 456 789 as three distinct numbers!)

9.4 ROMAN NUMERALS

Roman numerals are still used to refer to monarchs and ships eg King George III, *Australia II*. An exception to this comes from Cunard, which uses an Arabic numeral for SS *Queen Elizabeth 2* (shortened form *QE2*).

The British term Mark (used to designate the model of a weapon or other equipment, usually military) also uses Roman numerals eg a Mark IBofors gun.

For consistency the World Wars should use Roman numerals (World War II, not World War Two). Likewise if shortened (WWII, not WW2).

10 TIME AND DATES

10.1 TIME

If using the 12-hour system, leave a space between numbers and letters. Use zero digits for whole hours. Separate hours and minutes with a full stop, but no full stops in am and pm:

  11 am   2.08 pm   10.29 pm

There is no need to indicate '.00', eg 11 am not 11.00 am.

The 24-hour system always uses four digits:

  0045(12.45 am) 0715 (7.15 am) 1700 (5.00 pm)

The 24-hour system is precise and is used by nautical, military and civil authorities. Used in some museum contexts it will be appropriate, but in other contexts will appear overly regimented and a bit anal-retentive. Judge for yourself. Certainly, use the 12-hour system when the audience includes anyone who may not understand the 24-hour clock.

10.2 DATES

Dates are written out in this order:

  Wednesday 12 March 2003

Don't use the numerals-only form 12/03/2003 form if North Americans are likely to be among your audience. To them 12/03/2003 means 3 December 2001.

Note the following:

  the 1930s not the 1930's, the '30s, the 'thirties (NO apostrophe)

  ninth century or 18th century (use lower case 'c')

  not C9th, C18 or 18th Century (not that superscript numbers, eg 18th century, are not used)

   put AD and BC after the year: 1990 AD, 250 BC

Radio-carbon dating results are often given as BP (before present). Scholars often use BCE (before common or christian era) and CE (common or christian era) instead of BC (before Christ) and AD (anno domini [the year of our Lord]). BP, BC and BPE should not be used without explanation in texts for general audiences, as they are not widely understood.

10.3 RANGES OF TIME AND DATE

Use an en-dash and not a hyphen to indicate a range of times. No letter spaces either side of the en-dash:

  10–11 am   12 May–11 June Monday–Friday

10.4 ABOUT/CIRCA

About 1920 is as acceptable as circa 1920 or c1920, which some readers do not understand.

10.5 KEEP ON ONE LINE

Avoid splitting times, dates, measurements and names over two lines. A non-breaking space can be inserted before words or numerals you wish to keep together by pressing Ctrl + space bar (DOS) or function-key + space bar (Macintosh), which would prevent the following untidy situation:

The sailing time, according to Mr

Futtock, would be precisely 1400 hrs on

the auspicious date of 24 September

2007. His replica is 34

metres overall.

11 ABBREVIATIONS

In general, full stops have been deleted from abbreviations, including names:

Mr J R M Futtock

Note the following common abbreviations used in text and addresses without full stops:

Mr   Mrs   Ms

Miss   Messrs Jnr

 Esq   The Hon   The Rt Hon

and these common abbreviations, always spelled with capitals and no full stops:

ANMM   AO   DSC

NSW   RAN   HMAS

USA   EEO   DP[displaced person]

No full stops either for these commonly understood abbreviations derived from Latin:

am (ante meridian)

pm (post meridian)

ie (id est – that is)

cf (confer – compare)

etc (et cetera – and so on)

et al (et alia – and all the rest)

eg (exempli gratia – for example)

ibid (ibidem – in the same book or passage)

op cit (opere citato – in the work cited)

loc cit (loco citato – in the place cited)

Note that the spaces, as well as full stops, are deleted from some abbreviations:

DipEd   DipMus PhD

Plurals of most shortened terms are formed by adding a lower case s with no apostrophe:

VIPs   MPs   vols

Spell out the word 'and' in ordinary writing. Save the ampersand [&] for abbreviated lists and some exhibition or corporate titles where its use is accepted:

Sharks – Predator & Prey P&O   Futtock & Sons Pty Ltd

For abbreviations of metric terms, see section 24 Metric Style.

11.1 UNITED STATES

In general usage US is acceptable as an adjectival form only:

> The US Bicentennial Gift to Australia was called the USA Gallery.

Note that as of 2019 the USA Gallery is now defunct. See also item 13.32 on page 16.

12 PUNCTUATION

12.1 NO FULL STOP OR COMMA NEEDED

Short lines of text that are not complete sentences don't need a full stop, and commas should be

kept to a minimum (eg in short exhibition texts or captions, lists etc):

> Barbara Martin 'Miss Bondi' 1952

> Limit of 35 places. Booking required

Our preference is not to use the comma between a name and following initials:

> Phillip Cox AO (not Phillip Cox, AO)

> Joan Person PhD (NOTE: either Dr J Person or J Person PhD)

12.2 APOSTROPHES

Apostrophes show ownership (with the famous exception of its) or contraction:

> the ship's logbook (but its logbook)

> can't   won't   shouldn't

See 15.2 Multiple spellings for comment on fo'c'sle and bo's'n.

There is no apostrophe before the letter s in the abbreviated plural forms eg 1940s, VIPs.

No apostrophe with plural nouns or plural acronyms (a common misconception):

> INCORRECT: Boating DVD's on Special! CORRECT: Boating DVDs on special!

12.3 INVERTED COMMAS OR QUOTATION MARKS

Single quotation marks are used for direct speech, double for quotes within quotes:

> 'When I gave the order,' lamented Lieutenant Cook, 'that scoundrel Matra cried "I'll

> be damned if I do, sir!"and turned his back to me.'

Single quotation marks are used for fragmentary or partial quotes:

> The lone yachtswoman reported 'a wonderful sense of peace and serenity'.

Avoid the indiscriminate use of inverted commas around single words or very short phrases. This is often overdone to indicate the use of slang, jargon or unfamiliar words, to give special emphasis to words, or to distance writers from some cliché they have just used:

> The crew 'overhauled' the ship's gear.

> There will be a 'happy hour' on Friday.

> Don't miss these 'give-away' prices.

None of these examples needs inverted commas. Only occasionally are quotation marks needed for a word or short phrase, usually where a term that is unusual or inappropriate has been used by someone other than the writer, or when it is important to underline that the indicated word was used by someone else:

> Coleridge's 'Marinere 'is the most haunting sailor of 19th-century literature.

If you really want to draw attention to someone else's way of saying things, with the implication that you would never use that expression, the Latin term for thus within square brackets – [sic] – indicates that you're reporting it exactly the way it was expressed:

Villiers puts it quite plainly: 'The ship, in all her [sic] grandeur, is the most magnificent creation of mankind [sic].'

12.4 LONG QUOTATIONS

Quotations of over 25 words (roughly) are blocked in an indented paragraph, without inverted

commas:

> For additional insurance you might try this prayer specified for use during storms at sea, found in the Book of Common Prayer of 1662:
>
>> O send Thy word of command to rebuke the raging winds, and the roaring sea, that we being delivered from this distress may live to serve Thee, and to glorify Thy name all the days of our lives ...

12.5 HYPHENS

Hyphens should be used to distinguish similar words where confusion may result, eg re-creation and recreation:

> His recreation was the re-creation of period costumes.

Hyphens should always be used with adjectival compounds, ie two or more words that together describe, define or modify something (for example where a noun is preceded by a quantity). Note where the same words need no hyphen (ie aren't adjectival).

> A writer who lived in the 19th century is a 19th-century writer
>
> A boat whose waterline measures nine metres has a nine-metre waterline
>
> an 18-foot skiff and in its shortened, colloquial form an 18-footer
>
> 21-gun salute
>
> eight-year-old Scotch
>
> double-ended hull

12.6 EN-DASHES

For parenthetical clarifications, including exhibition subtitles, use an en-dash instead of the longer em-dash or hyphens:

> *Gapu Monuk Saltwater – Journey to Sea Country*

Insert a letter space either side of the en-dash:

> He seized a naval hanger – a short sword – and slashed through the halyard.

12.7 BRACKETS

The hierarchy of brackets is normally parentheses, then square brackets: ([ ]).

> By contrast the ship's longboat (with a keel of 18 feet [5.48 m] length between uprights)was a relatively roomy vessel.

In the unlikely event that brackets within brackets within brackets were required, braces {} are called for.

Square brackets used by themselves indicate that the editor is commenting, clarifying or adding to another writer's text:

> Flinders' log records that the ship was anchored 'two cables [400 yards or 366
>
> metres] off the beach with but three fathom [18 feet or 5.48 metres] twixt coral and
>
> keel'.

13 CAPITALS

13.1 INSTITUTIONS

Use initial capitals for both forms of the museum's title, Australian National Maritime Museum or

National Maritime Museum, and for other institutions eg Opera Australia or the Museum of Sydney.

Revert to lower case for abbreviations of titles, or generic uses:

> Visit our maritime museum in Darling Harbour

> Which government? The government of New South Wales.

13.2 TITLES

If a person is formally identified by rank or office, as part of their name, use an initial capital for the

rank, but not where it appears generically:

> Needless to say, Captain Smith saluted the rear admiral when they met.

> The captain paid his respects to Rear-Admiral Ramsbotham.

> 'Yes, Rear Admiral?' said Smith as Ramsbotham summoned him.

Many job titles that formerly took initial capitals, such as an organisation or company's president, chairman and director, no longer do so when they occur within a sentence:

> The director and chairman of the museum met in the board room.

> The director, Joan Person, was talking to the filing clerk and the cleaner.

To confuse things, though, job titles CAN take initial capitals for typographic consistency when they appear outside of sentence structures, for example in lists or an address

J Jones, Director…………..9111 1234

ATTENTION: Ms M Nguyen

M Nguyen, Asst Director…9111 1233

Assistant Director S Haryono

Filing Clerk…..9111 1232

It appears that most style authorities and newspapers still award the privilege of initial capitals to the very top jobs, however, so on balance perhaps we should too:

> The Prime Minister and his Minister of Defence met the Queen of England

13.3 DEPARTMENTS, COLLECTIONS, FOUNDATIONS, BRANCHES, GALLERIES

The Department of Defence BUT the department

The National Maritime Collection, ANMM Collection BUT the collection

The Australian National Maritime Foundation BUT … the foundation is …

The Membership section, the Conservation department (eg sections of this museum)

The Nortel Networks Gallery BUT the gallery

13.3.2 A DIGRESSION ABOUT GALLERIES & EXHIBITIONS ...

The museum's 'core' exhibitions – that's to say, the ones that have a life of many years, such as

Actions Stations and *xxxxxx* – are called exhibitions, not galleries. Don't use the term 'Navy gallery',

for example. And do refer to the sponsor names of sponsored galleries:

> … our Navy exhibition is located in the ANZ Tall Gallery …

> … Secrets of the Sea was mounted in the Nortel Networks Gallery …

The galleries without a naming-rights sponsor have geographical descriptors – north, south, Tasman Light etc. Because a sponsored gallery has a formal title requiring initial capital letters, we should use capitals for all galleries (and other museum spaces), to be consistent.

North Gallery   South Gallery   Tasman Light   Ben Lexcen Terrace   Lighthouse Gallery

13.4 DON'T OVERDO IT...

Initial capitals are for proper nouns. Avoid the common overuse of capitals by asking yourself if it really is a formal title. The underlined capitalisations are wrong:

The migrants landed in a <u>D</u>isplaced <u>P</u>ersons <u>C</u>amp.

ANMM has many <u>V</u>isitor <u>P</u>rograms each month.

They left the <u>W</u>heelhouse and climbed down to the <u>E</u>ngine <u>R</u>oom.

13.5 TITLES OF WORKS

In a long title (eg book or essay), articles, prepositions and conjunctions use lower case:

Katayama Kunio wrote 'The Expansion of Japanese Shipping into Southeast Asia before World War I' for the Australian journal of maritime history *The Great Circle*.

13.6 TRADE NAMES

Things identified by a trade name or registered trade mark should begin with a capital letter:

The boat was made of Kevlar and carbon fibre laminates.

The old map was kept between protective Mylar covers.

13.8 INDIGENOUS AUSTRALIANS

The capital letter is to be used for Aborigine (singular noun; although this usage is now considered pejorative), Aborigines (plural noun), Aboriginal (adjective) and Indigenous in the case of Australia.

Use lower case for the initial letter if referring to original inhabitants of other countries:

The Tierra del Fuegans were aboriginal or indigenous to Patagonia ...

'Australian Aboriginal and Torres Strait Islander people' is the most precise and inclusive collective reference for all Indigenous Australians.

The Commonwealth Style Manual gives extensive guidance (page 56 ff) on non-discriminatory language when describing Australia's original inhabitants. Several terms are preferred because they recognise the ethnic diversity of the original inhabitants of Australia, who were not and are not a single, homogenous people:

Australian Aborigine(s)

Aboriginal people(s) of Australia

Torres Strait Islander

Torres Strait Islander people

Note that someone can be Aboriginal OR Torres Strait Islander OR both.

The current edition of the Commonwealth Style Manual reports and supports ATSIC's preference for Australian Aboriginals, even though previous editions urged writers not to use the adjectival form as a noun. Preferences change, however, and any text relating to Australian Indigenous people should be reviewed by members of the museum's Indigenous team before being published.

The following terms are among many used by Aboriginal people to describe themselves and others. They are regional but each encompasses a variety of language or cultural groups.

Yolngu – Arnhem region, Northern Territory

Murri – Queensland

Goorie – South-east Queensland

Koorie – South-eastern Australia

Nunga – South Australia

Nyoongah orNyungar – South-west Western Australia

Anangnu – Central Australia

Palawa – Tasmania

14 ITALICS

14.1 VESSEL NAMES

Names of vessels are in italics, upper and lower case. The prefix HMAS, SS, MV, MY etc is not italic:

HMAS *Vampire*

HMB *Endeavour*

MV *Krait*

SY *Ena*

See 26.1 Nauticalia for details.

14.2 TITLES

Exhibition titles, the titles of paintings, engravings, photographs, books, journals, newspapers, films

and Acts of Parliament, are italicised:

Next week *Whales – Giants of the Deep* opens in Queensland.

The museum has acquired Joshua Reynolds' 1773 masterpiece, *Portrait of Joseph*

Banks.

Prints of Max Dupain's *The Sunbather* are on sale at the museum.

Kurlansky, Mark 2002, *Salt, A World History*, Jonathon Cape, London

The Shipping News starred Kevin Spacey as Quoyle.

Sir/Madam, your comments on the *Copyright Act 1969* in last Tuesday's *Sydney Morning Herald* will not go unanswered.

An article or chapter within a publication should not be italicised. Single inverted commas can be

used for clarity.

I highly recommend Joy Damousi's 'Chaos and Order: gender, space and sexuality on female convict ships' in the April 1995 issue of *Australian Historical Studies*.

14.3 CAN'T PRINT ITALICS?

If you can't print italics, instead underline the word to be italicised instead:

HM Bark <u>Endeavour</u>

Some printers cannot output bold italics. If this is the case, revert to normal italics for the term that should be in bold italics:

Report on *John Louis* **reconstruction**

14.4 NON-ENGLISH WORDS

Museum policy is not to italicise non-English language words that are well accepted in the language:

bêche-de-mer   vis-a-vis ibid   fin de siecle   sic

It can, however be useful to italicise unusual non-English words to highlight them:

The Arnhem land *na-riyarrkuor* bark canoe in National Maritime Collection

Our vessel *Sekar Aman* is a type of boat called a *perahu lete* from Raas

15 SPELLING

15.1 REFERENCES

Macquarie Dictionary (for preference) or *Oxford English Dictionary* are the references.

15.2 MULTIPLE SPELLINGS

A few terms have more than one acceptable form. ANMM conventions are a historic not an historic: note that such cases depend on whether the h is aspirated: an hour, an heir but a horse, a hamper.

See also 15.5 below.

amid not amidst

among not amongst

archaeology not archeology

artefact not artifact

coamings not combings

coordinate not co-ordinate, coördinate

enquiries not inquiries

halyard not halliard

program not programme

realise not realize (ditto other s/z words) wharves notwharfs

while not whilst

Note also:

boatswain (pronounced 'bosun') not bo's'n, bo'sun

forecastle (pronounced 'folk-sl') not fo'c'sle

15.3 MIGRANTS

Note the different spellings of the following:

emigrants – those leaving a country

immigrants – those arriving in a country

migrants – both of the above

15.4 ONE WORD OR TWO?

Following the *Macquarie Dictionary*, we use one word, not two, for these:

boatyardshipyard

boatbuilder   shipbuilder

boatrace   speedboat   surfboat   seachest

lifeboat   lifebuoy lifebelt

lifeline   lifesaver lifesaving

However, the style adopted by an organisation for its own particular title is always followed:

The Yamba Surf Life SavingClub   Futtock's Boat Yard & Chandlery

Note these instances where words are separate:

wreck site NOT wrecksite, wreck-site

life jacket, life raft NOT lifejacket, liferaft

15.5 HISTORIC OR HISTORICAL?

Historic: well-known or important or recorded in history. Historical: relating to or dealing with past events; pertaining to or of the nature of history as opposed to fiction or legend.

historic scenes and events

the historical evidence is slim …

historic Port Arthur

The historical Admiral Cochrane differs from Patrick O'Brien's Jack Aubrey in several important respects …

16 COMPANIES, CORPORATIONS, TEAMS (AND CREWS)

A company, institution or partnership is a singular corporate entity, regardless of the number of people who work for it or are represented in its name. Parts of speech relating to companies should

also be singular:

Speedo Australia subsidises the museum.

Stannard and Sons is an original museum sponsor.

not

Speedo Australia subsidise the museum.

Stannard and Sons are an original museum sponsor.

Most modern sports writers are unable to distinguish between the singularity of a team and the many players which comprise it ('Australia thrash India') but their sloppy writing shouldn't influence ours.

If the urge to think of a company or team as a plural number is irresistible, just mentally insert the type of description given in brackets in these examples :

[The company] Stannard and Sons is an original museum sponsor.

[The legal firm] Helmsley, Helmsley, Helmsley and Binnacle was quick to offer its advice on the issue.

Australia [the Australian team] thrashes India.

Likewise a crew is a singular entity comprising many hands:

The Australian crew demonstrates superior sail handling

not

The Australian crew demonstrate superior sail handling

17. FORMS OF ADDRESS,TITLES AND AWARDS

17.1 WHERE TITLES ARE PLACED

Titles of rank and status (Sir, Doctor) stand before a person's name and after honorific terms of

address (The Honourable). Vice-regal, clerical and armed services prefixes usually precede all others.

Some examples:

His Excellency the Right Honourable Sir Zelman Cowen AK

The Very Reverend Doctor Vaughan Vaughn

Admiral the Honourable Sir John Futtock KCB AO DSC

17.2. SIR, DAME AND LADY

Persons entitled to the prefixes Sir and Dame should be addressed with the given name before the

surname, as in:

Sir John Futtock

Dame Leonie Kramer

Usually the wife of a knight is entitled to the prefix Lady, but it is not customary to employ her given

name before the surname:

Sir John and Lady Futtock

unless necessary. Then it is placed in parentheses to avoid confusion with another person with the same surname:

Sir John and Lady (Shirley) Futtock

17.3 ORDER OF DECORATIONS, DEGREES ETC

Initials indicating orders, decorations, degrees and so forth always follow the surname in descending order of rank with the highest honour closest to the surname. Honours granted by the Sovereign precede all others and special eminence is given to the Victoria Cross, the George Cross and the Cross of Valour. These three decorations precede all others. Thus the order of precedence is as follows:

VC, GC and CV

Privy Council (PC)

Orders (AK, AC, AO, AM)

Decorations (DSO)

Medals

Civil distinctions

University degrees (BA, PhD)

Membership of associations and societies (MIPA)

Membership of Parliament (MP, MLA)

17.4 HONOURABLES

The Commonwealth Style Guide has a lengthy appendix on honourables, right honourables and other honours and honorifics (page 345 ff); for exhaustive detail consult *Joel's Protocol* (Joel, Sir Asher 1988, Australian Protocol and Procedures, Angus & Robertson, Sydney).

17.5 ADDRESSING WOMEN

The prefix Ms can be used regardless of marital status, and is in most cases the acceptable form where marital status is unknown. It must not be used where a preference for Miss or Mrs has been expressed.

Madam remains acceptable regardless of marital status, as in 'Dear Madam'.

Where the gender of the addressee is unknown, their name, position or Sir/Madam can appear in the salutation:

Dear J Futtock   Dear Editor   Dear Madam/Sir or Sir/Madam

17.6 ADDRESSING THE CHAIR

Chairperson is used as a generic term or where the gender of the officeholder is unknown or unknowable (for example the Australian National Maritime Museum Act 1990 refers to the appointment of a chairperson, who could be either gender). In general use chairman for male and chairwoman for female holders of that office.

Observe the officeholder's preference in any case. Miss Kay Cottee AO wished to be known as chairman of this museum while she held that position (1995–2001).

18 REFERENCES & BIBLIOGRAPHIES

Specialist writers and authors of detailed technical or scholarly work should refer to the exhaustive

list of conventions in the Commonwealth Style Manual.

For most purposes, where providing a reading list or bibliography, orreferring to other sources or

using numbered footnotes, use the Author-Date (Harvard) system.

18.1 BOOKS

Reference or reading lists and bibliographies follow this sequence (minimum required information

appears in bold):

• Author [surname first if several authors are listed alphabetically]

• year of publication,

• title of publication,

• title of series,

• volume number or numbers,

• edition,

• editor, reviser, compiler or translator other than author,

• publisher,

• place of publication,

• page number(s)

After the date, use a comma after each new categoryof information. Basic and detailed examples:

Futtock, John 1995, The Chinese Discovery of Australia, Darwin

Lee Soon Li 1965, Voyages of the Three-Jewelled Eunuch, Vol 2, 2nd edn, trans J

Futtock, Academic Press, London, pp 345–72

18.2 JOURNALS

Information follows this order (minimum required information in bold):

• author's name

• year of publication,

• 'title of article',

• title of journal or periodical,

• title of series,

• place of publication,

• volume then issue number (or other identifier),

• page number(s)

Same punctuation as 14.1 above. Basic example:

Burningham N B 1995, 'Aboriginal nauticalart: a record of the Makassans and

the pearling industry in northern Australia', The Great Circle, Vol 16 No 2, pp

139–151.

An alternative system, the Vancouver system, puts the date before the page number and compresses

the volume/issue number. The above examples would appear as follows:

Author. Book title. Where published 1965:345–372

Author. Article title. Periodical name 1995;16(2):139–151

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18.3 TEXTUAL REFERENCES

Instead of numbered footnotes, the author's name and publication date can appear in the text, when

referring to a work that is listed in an attached reference list or bibliography. There a various ways of

achieving this:

The theory of an early Chinese discovery of Australia (Futtock 1995)has not

gained support

Futtock(1995)made unprovable claims.

If no reference list or bibliographyis to follow, be sure to provide enough information for the reader to locate the work following the principles in 18.1 and 18.2:

John Futtock's Chinese Discovery of Australia(1995, Futtock Desktop Publishing Co Darwin)repeats this outlandish theory.

The Weekend Australian (3–4 June 1995, p 17)reported ...

19 COLLECTION ITEMS, WORKS OF ART ETC

Museum exhibition labels give an abbreviated description of title, artist, date, material and no dimensions. The full description of an item or work of art, for example for the purposes of a detailed entry in a catalogue, is:

Title of work

Date

Artist/Author

Artist/Author's nationality

Derivation

Medium

Dimensions

Source

Acknowledgment

Location

Collection number   eg:

South Sea Whale Fishery1834 E Duncan, British (after W J Huggins, London, 1834)

Coloured acquatint 411 mm x 640 mm. Purchased from USA Bicentennial Gift Fund.

ANMM Collection Reg No 8283

Fish on Poles1988 Arthur Koo'ekka Pambegan, Wik-Mungkan language group North Queensland. Ochres on milkwood 1400 mmx 2165 mm. ANMM Collection Reg No 8283

Use the minimum punctuation required for clarity. A shorter description will suffice in many cases, depending on the purposes eg a photo caption or label:

Ship William H Connor1879 J P Sweetster Oil on canvas

The order of information categories can be adapted to suit prose:

... our wonderful colour poster Australian Surf Club (Gert Sellheim, about 1936)is part of the exhibition ...

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20 ACKNOWLEDGMENTS

20.1 ORIGIN

For captions, labels or in more general use when describing the status of an object, photograph etc, these wordings for acknowledgments of source are used:

ANMM Collection

Gift from ...

Lent by ...

Transferred to ANMM from ...

Purchased from US Gift Fund

Purchased with the assistance of …

eg:

... the death-mask of Commodore Goodenough(transferred to ANMM from the Naval Historical Collection)was a centrepiece of the Navyexhibition

Admiral Edmond-Francois Pâris' Essai sur la Construction Navale des Peuples ExtraEuropéens, published Paris 1843,was purchased with the assistance of the Louis Vuitton Fund.

Where a collection was acquired on the condition that it will be known by its former title:

Rice Collection Purchased by ANMM

d'Alpuget Collection Gift from Lou d'Alpuget

20.2 AUTHORSHIP

Authorship of a work being referred to, for example in a caption, should include as a minimum the author, date and where it's to be found:

Photographer David Moore 1945 ANMM Collection

18th-century engraving, artist unknown, from Bold In Her Breeches, The woman pirate across the ages, Pandora 1995.

20.3 OWNERSHIP

Where it's necessary to acknowledge a copyright holder or owner of a work which has been made available to ANMM, use '… courtesy of ...'

Reproduced courtesy of the State Library of NSW Image Library

Reproduced courtesy of the estate of Percy Trompf

Orcadesand streamers, Darling HarbourDavid Moore 1948Reproduced courtesy of the photographer

but note

Reproduced by GraciousPermission of Her Majesty Queen Elizabeth II!!

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21 PROOFREADING AND CORRECTIONS

Many staff are called on to proofread work and mark up corrections which have to be handed back to the author or to a designer, whoever is to make the changes. Using uniform proofreading marks makes the job easier all around. The following proofreading marks come from the Commonwealth Style Manual(which can be consulted for more detailed notations by enthusiastic editors).

The mark in the text defines where the change is to take place. The mark in the margin directs what the change is to be.

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22 NON-DISCRIMINATORY LANGUAGE

22.1 GENERAL REQUIREMENTS

The comments in this section concern work produced by the museum. Quoted historical material which does not accord with modern practice should not be altered, although it should be made clear what its source is.

Language use is discriminatory when it makes people invisible; when it excludes them

or highlights only one characteristic to the exclusion of other, often more relevant ones;

when it stereotypes people; treats people asymmetrically; and denigrates or insults

people.

Commonwealth Style Manual 1994, 5th ed p 122

Conventions have been developed to avoid bias and stereotyping on the basis of race, gender, ability or age in writing and speech. These can be referred to in great detail in the Commonwealth Style Manual where the principles of inclusive language (eg humanity instead of mankind) and avoiding gender-specific language (eg their instead of his/her) are set out. The following examples relate only to the special requirements of maritime language, in which the distinctive experience and culture of seafaring is preserved.

See also other sections of this ANMM Guide to Written Style for terms for Aboriginal and Torres Strait Islander people section 13.8, and addressing women section 17. 5.

Section 17.6 on chairman/chairwoman/chairperson can be applied to all professions.

22.2 GENDER-NEUTRAL TERMS

Today women go to sea, professionally and recreationally, far more than they did at virtually any time in the past. For example, women work on the trawlers of the northern Australian prawn fisheries, skipper and crew offshore racing yachts and serve in many capacities in ships of the Royal Australian Navy. Non-exclusive equivalents for most terms exist and should be used where it is likely that women are involved:

seamen: mariners, sailors, seafarers

fishermen : fishermen and women, fishermen and fisherwomen, fishery workers,

fishers, or the colloquial fishos

yachtsmen: yachtsmen and yachtswomen, yacht racers, yachties or sailors

manned: crewed, operated

unmanned: uncrewed

It is, however, historically accurate and acceptable to say:

The seamen of Endeavour manned the pumps

If the person's identity is clear then the gender-specific term is preferable:

the yachtsmanSir James Hardy the yachtswomanKay Cottee.

Museum staff should be sensitive to the fact that some people, both women and men, object to being described by recently coined terms such as yachtperson or fisherperson, which they see as foreign to the maritime communities with which they identify.

The term midshipmanhas not been changed by the RAN, although women hold that rank.

Satisfactory gender-neutral substitutes for the terms seamanshipand craftsmanshiphave yet to develop. They will be included here when and if they do.

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22.3 GENDER OF VESSELS

A label in one of this museum's temporary exhibitions summed up what has been the subject of vigorous debate on the widespread custom of personifying vessels in the feminine gender by use of pronouns 'she' and 'her':

For centuries ships have been called 'she' in the English language. Opinions differ about its use today.

There are those who believe this term is a poetic tribute to the beauty of ships and the bond sailors feel to them. Others believe that this term, likening a woman to a ship, suggests that women are possessions to be owned and controlled by men.

1995 What About Women? Our place in maritime history

ANMM Council has taken an interest in this issue and 'encourages ... the use of 'she' and 'her' in contexts where this is a relevant part of a particular maritime culture, orto emphasise the strong personal identification of a sailorwith a vessel' (Meeting No 36, 3/10/90 Item 1 Matters Arising [iii]).

This Council motion neither compelspeople to use this type of language in their speech or writing if they do not feel happy about doing so, nor does it authorise them to insist that other people refrain from using the terms.

22.4 RELATED CASES

All metaphoric allusions to gender should not automatically be construed as sexist.

Sister-shipor the related terms sister-blockor sistering– the shipwright's practice of reinforcing a structural timber by fixing another piece alongside it – use sisters as a symbol of affinity and solidarity.

Terms such as the merchantmanor man o' warof previous centuries havean established context. While alternative terms may exist (merchant ship, warship) these may not do full justice to the particular era and culture which the museum is trying to convey.

Once again, ANMM Council notes that 'it will be appropriate for much of the material in the ANMM to require the use of gender-specific terminology. Thiswould take priority over other considerations where fidelity to the historical or cultural recorddemands it' (Meeting No 36, 3/10/90 Item 1 Matters Arising [iii]).

22.5 FURTHER READING

Mellefont J R 2000,'Heirlooms and Teatowels: Views of Ships' Gender in the Modern Maritime Museum' in The Great Circle, Journal of the Australian Association for Maritime HistoryVol 22 No 1 pp. 5–16

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23 MARITIME METRICS

23.1 METRICS ARE A MUST!

In the interest of efficiency and consistency, the Commonwealth Government has committed Australia to metrication. It is the museum's obligation in accordance with the Metric Conversion Act 1970to refer to most quantities and measurements in the International System of Units or Système international d'unités (SI or metric system for short). Younger generations of Australians, and most Asian and European visitors, have little (if any) understanding of non-metric units.

Note that some boats and engines in production today were often designed with reference to their size in round numbers of feet (eg Cavalier 30 yacht) or horsepower (Mercury 100 outboard). Metric conversions to metres and kilowatts would have resulted in messy fractions [Cavalier 9.144, Mercury 74.6] and they are still marketed and spoken of as 'Cav30s' and 'Merc 100s', which helps keep the old measures alive among mariners.

Metric units should be given primacy. Non-metric equivalents can be added in brackets.

In principle this applies even to the measurements of vessels, engines etc built before metrication or in non-metric countries:

Cook's Endeavour at 33.3 metres overall(109' 3")was shorter than a modern

Manly ferry

The equivalent in brackets can be used to emphasise the pre-metric origin of a vessel or to accommodate people who have difficulties with metrics (eg people from the USA, older Australians, many sailors).

23.2 EXCEPTIONS

There are a few exceptions to the general requirement to give precedence to metrics.

23.2.1 If quoting from historical sources, the original unit of measurement has primacy. Metric equivalents should then be supplied for clarification.

'And the Lord said unto Noah, "Build ye an Ark 300 cubits [168 metres]long and

50 cubits [28 metres]broad."'

John Louis' certificate of register gives the lugger's overall length as 65' 9" (20.04

metres).

23.2.2 Original measurement systems should be retained and if appropriate given primacy where they are conceptually important to the design or structure:

This popular skiff class measured 18 feet (5.49 m)from stem to transom.

The frames were two inches (50.8 mm)square on six-inch (15.24 cm) centres.

John Louis' certificate of register gives the lugger's overall length as 65' 9",or

20.04 metres, but when the lines were taken in 1988 it was found to be exactly

21/2" (6.35 cm)longer.

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23.2.3 Following from 22.2.2, measurements contained in the names of things should not be changed:

12-inchturret gun   .50 calibreBrowning

60-poundercannon   12-Metreyacht

Cavalier 30yacht   Mercury 100outboard

6, 12, 14, 16and 18-footskiffs

The sixty-milersplied the Newcastle run

Akaranawas designed to race as a five-tonner

Firefly IIraced in the 91-cubic-inchhydroplane class

For examples like the last one the value of adding explanatory measurements is clear:

Firefly IIraced in the 91-cubic-inch (1,491 cc)hydroplane class

Some quantities cannot be converted to metrics.

One example is the measure of a vessel, Register Tonnage(Grossor Nett). This was until recently a formula based on the volume of cargo-carrying spaces, and was thus an expression of capacity (space) rather than weight. It should be left as given, because it is meaningless to try to convert the figure in tons to tonnes. See also 26.5 – Weight/capacity.

Care must be taken when converting horsepowerto kilowatts, as there are several types of horsepower quoted for marine engines and they don't all measure the same thing. Some measures of horsepower, such as the brake horsepower(bhp) of a diesel, the shaft horsepower(shp) of a steam turbine and the indicated horsepower(ihp) of a reciprocating steam engine, are suitable for conversion to kilowatts because all were measuresof power output – although ihp should not be directly compared to shp or bhp because it was measured in a way that did not take account of the power lost to friction in the engine.

In the 19th century and into the 20th century the horsepower recorded for a ship was likely to be a nominalor registered horsepower, calculated from cylinder dimensions by formulae that the registering authorities changed from time to time. Like the rated horsepowerof some petrol marine engines, these were a measure of engine size rather than power and thus cannot meaningfully be converted to kilowatts.

See also 26.3 – Nautical miles and knots

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24 POINTS OF STYLE FOR METRIC NOTATION

24.1Use a space between numbers and the metric unit names or symbols, eg:

12 metres or 12 m, not12metres or12m

The exceptions are the symbols for degrees (º), minutes (') and seconds ("), eg:

17ºC S 33º 45' 59"

24.2If you are spelling out metric units, use all lower-case letters (except for 'C' in degree Celsius),

eg:

watt hectare kilometre millilitre

24.3The abbreviated symbols for metric units also take lower-case letters eg:

cubic centimetre ccmetre m kilometre kmhectare ha

except for litre (L), degree Celsius (ºC) and units named after people:

litre Lwatt W kilowatt kWhertz Hz

24.4Spelled-out metric units take the plural form only if the quantity is greater than

one, eg:

0.3 litre but 30 litres.

24.5Metric symbols never take plural form or full stops, eg:

kg   notkg.

23 km not23 kms

24.6Don't mix spelled-out units with symbols,and don't mix per with the slash (/):

kilometres per hour or km/h

notkilometres/hour orkm/hour or km per h

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25 COMMON IMPERIAL-TO-METRIC UNITS & CONVERSIONS

To convert from Imperial to metric units, multiplyby the conversion factor.

To convert from metric to Imperial units, divideby the conversion factor.

quantity	imperial unit	metric unit	conversion
length	foot (ft)	metre (m)	0.3048
	inches (in)	millimetres (mm)	25.4
depth	fathom (fthm/fm)	metre (m)	1.8288
distance	statute mile	kilometre (km)	1.609344
	nautical mile (nm)	kilometre (km)	1.852
velocity	miles per hour (mph)	metres per second (m/s)	0.45
	knots (kn)	kilometres (km/h)	1.852
mass	pound (lb)	kilogram (kg)	0.4535924
	ounces (oz)	gram (g)	28. 349523
	ton	tonne (t)	1.016
area	square foot (sq ft)	square metre (m2)	0.092903
	square yard (sq yd)	square metre (m2)	0.836127
	acre (ac)	hectare (ha)	0.405
	square mile	square kilometres (km2)	2.589988
volume	cubic yard (cu yd)	cubic metre (m3)	0.7645549

cubic inch (cu in) cubic centimetre (cc) 16.387064   cubic inch (cu in) litre (L) 0.016387

 UK gallon (gal) litre (L) 4.54609

power horsepower (hp) kilowatt (kW) 0.745.7

pressure inch of mercury (inHg) millibar (mb) 33.9

 pound force per

 square inch (lbf/in2) kilopascal (kPa) 6.89

frequency cycle per second (c/s) hertz (Hz) 1 c/s = 1 Hz

To convert temperature(ºF to ºC):   ºC = 5/9(ºF-32)

For more units see Commonwealth Style Manualpage 178 ff. For more conversions see

Commonwealth Style Manual page 519. Or go online eg http://www.onlineconversion.com.

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26 NAUTICALIA

26.1 VESSEL NAMES

Vessel names are written in italics:

the yacht Akarana

The abbreviated naval or typological description that is part of a vessel name is not italicised:

HM Bark Endeavour [His Majesty's Bark]

HMAS Vampire [Her Majesty's Australian Ship] SS Titanic [steam ship] SY Ena [steam yacht] If a passage is already italicised (for example in the title of a painting), a vessel name reverts to

roman (ordinary) type, eg:

The Bark Endeavourattacked by Savage Patagonians

Be judicious about use of the definite article thewith vessel names. It works some times, eg with

commercial vessels …

 The master of the Tampawas commended for his humanity and courage

… but can seem awkward with others, eg yachts.

Akarana was built in 1888

or

The yacht Akaranawas built in 1888

but avoid

The Akaranawas built in 1888.

26.2 NAVY

When referring to the Royal Australian Navy, the acronym is RAN.

RAN vessels have the prefix HMAS (Her/His Majesty's Australian Ship) only when they are still

commissioned in the Navy. Hence the museum's patrol boat was HMAS Advancebut, strictly

speaking, is now just Advance. An alternative could be 'the former HMAS Advance' or 'the ex-HMAS

Advance'. If writing to the Navy this protocol should be followed but for the general public it should be

used with care, as it can be clumsy and confusing.

Plural forms are HMASS Advance and Attack or HMA Ships Advance and Attack

26.3 NAUTICAL MILES AND KNOTS

Nautical mile(also known as the International Sea Mile, agreed by convention in 1929 as 1,852 metres and commonly abbreviated to nmor n mile) is used for distance at sea. It is part of neither the metric nor the Imperial systems of measure. A nautical mile is based on the distance on the earth's surface subtended by one minute (a 60th of a degree) of Latitude. It is an essential unit of navigation.

A knoton the other hand is a measure of speed – 'the distance in nautical miles travelled in one hour'. Never use the tautology 'knots per hour'.

The speed of a vessel is properlyexpressed in knots (abbreviation kn). A major exception historically has been the speed of smaller, fast powerboats. For example speed records have usually been given in km/h or mph.

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However, as nautical miles and knots are unfamiliar to most people, the metric equivalent should also be supplied in brackets where nautical miles and knots are cited (see 21. Metric conversion tablefor conversions.):

Endeavour, just managing four knots (7.4 km/h), was covering

96 nautical miles (178 km)a day.

26.4 DETAILS OF VESSELS

Details of museum vessels will frequently be required by the publicand others. The description of a vessel should be given in the following order. These descriptions can be varied from a minimum number of dimensions (left column) to the completedescription (right column) according to available data, need, etc. Dimensions are to be given in metric units, with imperial equivalents following in brackets if required. (In the following table explanatory notes appear in italics; terms in square brackets may be cited if available or required.)

Length: specify type Designer:

Breadth: maximum Builder:

Draught or Moulded Depth: Launched: date and/or place

Displacement or Tonnage: Commissioned: date and/or place

Length overall:

Length on deck:

Length between uprights:

Length on waterline[laden or unladen]:

Breadth: maximum

Draught[laden or unladen]

Moulded depth: distance from sheerline at

 maximum beam to top of keelRegister tonnage: [Gross, Nett]

Deadweight tonnage:

Displacement: [empty, laden etc]

Fuel and/or Water: volume or weight

Ballast: material and/or weight

Construction: method, materials

Hull form: configuration

Keel & rudder: configuration

Rig: type

Sail area: [working or maximum]

Propulsion: type

Power:

Speed: [cruising or maximum]

Range: [@ maximum or cruising speed]

Armament:

Crew:

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4

26.5 WEIGHT/CAPACITY

Take care when citing tonnage as a measure of a museum vessel. This is because of the large variety of tonnage measures that have been used to describe different vessels at different times. It is not always appropriate to convert these measures to metric.

Displacement: actual weight of the ship measured by the volume of water displaced when afloat. Used for naval vessels, recreational and some commercial vessels. Tonnes or kilograms should be used for displacement. As the metric tonne is only 1.6% less than the avoirdupois ton, shipowners have sometimes simply exchanged the term tonnes for tons, to avoid expensive re-registration.

Deadweight tonnage: number of ton(ne)s of cargo a vessel can carry when trimmed to its Plimsoll marks. Used by merchant vessels.

Tunnage or burthen: originally the ship's capacity measured by the number of wine-barrels called 'tuns' that it could stow. A tun had a capacity of two pipes, or four hogsheads, or 252 old wine gallons. The term 'burthen' was later applied to tonnage calculated on volume; the term is now archaic.

Register tonnage: This measure was calculated on hull volume with one ton = 100 cubic feet. Gross tonnage was volume below the upper deck. Nett tonnage was gross tonnage less the volume of tanks, crew, stores and engine spaces. It was used by merchant vessels. Register tonnage affected the cost of running a ship as these figures were the basis on which port dues were levied. A ship might be described as '2,000 tons Gross Register Tonnage'. Such a figure in tons should never be converted to metric tonnes because it is an expression of volume, not weight; the result would be meaningless.

This system changed under the International Convention on Tonnage Measurement (1969) which

removed the unit 'tons' so that a ship would be designated as, for example, 'Gross Tonnage 2,000' or 'Net Tonnage 1,000'. These 'dimensionless values' are now determinedby a separate mathematical formula for each. This replaced the previous systemof laborious physical measurement of the actual vessel and its spaces, which was the subject of interpretation, controversy and abuse.

The changes finally became effective 18 July1995, and all ships are being assigned new dimensionless tonnages which will not be relative to the previous gross and nett tonnages. For our purposes, only ships that have been assigned a dimensionless register tonnage need be described this way. It is neither practical nor particularly meaningful to convert the old system using units of 'tons' to the modern system, for ships that no longer exist. (Thanks to Volunteer Alex Books for advice on this issue.)

Builder's Measure and other tonnages: When small sailing boats raced (yachts and the working craft – fishing and pilot boats – from which they often developed) the principle handicapping method was a tonnage worked out as a formula involving various measurement factors. In Victoria and NSW yachts first raced in tonnage classes based on the English Builder's Measure used by many British yacht clubs. Over the 19th century this was modified several times. Akaranawas built as a five-tonner under one set of rules but was rated at 6.5 tons in Australia under a later rule, and had to race at a disadvantage against 10-tonners. For details of Builder's Measure, Thames Measure, and Length & Sail Area Rule, see p 67 ff in Akarana(Daina Fletcher 1991, Beagle Press & ANMM, Sydney)

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26.6 AUXILIARIES

Auxiliary rig: where engine is the main form of propulsion.

Auxiliary engine: where sail is the main form of propulsion.

Thus: The pearling lugger John Louishas an auxiliary ketch rig, but the yachtFirst Ladyhas an auxiliary diesel. CSS Shenandoah, primarily sail-driven, was an auxiliary steamer.

26.7 IN OR ON SHIPS?

The RAN uses inrather than onfor service on boarda particular vessel:

They served in the museum's Daring Class destroyer Vampire

In other contexts it's equally acceptable to travel or serve inor ona ship.

26.8 NOT MANY ROPES

There are said to be only seven ropes on a ship: bell rope, bolt rope, buoy rope, foot rope, hand rope, head rope and man rope. All the rest – halyards, lifts, braces, guys, sheets, warps, hawsers, etc etc – are known collectively and generically as lines.

26.9 NOT MUCH WOOD

Ships and boats may be wooden but the individual planks, ribs, floors, stringers, knees, futtocks, etc etc, are known as timbers and not aspieces of wood.

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